

Pre-school Classrooms/ Kindergarten Classrooms/ 1st Grade Classrooms / Special Needs Classrooms/ Nurse's Office				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
District responsibility: Place trash/recycle receptacles from room into hallway. Remove large debris from floor (papers, pencils, chip bags, etc.) District responsibility: Stack student chairs after school. (CCS will not be moving chairs or picking up large items from floor to clean.) Spot clean all windows Clean and disinfect counters and sinks Disinfect all door handles, push bars, switches, etc.... Sweep composition floors Mop composition floors Vacuum all carpet and walk-off mats Disinfect open areas of desk tops Restock Consumables as needed Report broken or defective items to Building Manager	Empty waste baskets and replace liners Empty recycle containers and empty into the recycle bin	Empty waste baskets and replace liners Empty recycle containers and empty into the recycle bin	Low dust horizontal surfaces Damp clean baseboards Damp clean window ledges Dust all vents up to 12ft. Remove fingerprints from areas	High dust horizontal surfaces Remove dust and cobwebs from ceiling areas Spray Buff composition floors Dust blinds
2nd Grade - 8th Grade Classrooms				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
District responsibility: Place trash/recycle receptacles from room into hallway. Remove large debris from floor (papers, pencils, chip bags, etc.) District responsibility: Stack student chairs after school. (CCS will not be moving chairs or picking up large items from floor to clean.) Report broken or defective items to Building Manager Disinfect all door handles, push bars, switches, etc.... Clean and disinfect counters and sinks Disinfect open areas of desk tops Restock Consumables as needed	Empty waste baskets and replace liners Empty recycle containers and empty into the recycle bin Spot clean all windows Sweep composition floors Mop composition floors	Empty waste baskets and replace liners Empty recycle containers and empty into the recycle bin Vacuum all carpet and walk-off mats	Low dust horizontal surfaces Damp clean baseboards Damp clean window ledges Dust all vents up to 12ft. Remove fingerprints from areas	High dust horizontal surfaces Remove dust and cobwebs from ceiling areas Spray Buff composition floors Dust blinds
ALL Facilities - Office's				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
District responsibility: Place trash/recycle receptacles from room into hallway. Remove large debris from floor (papers, pencils, chip bags, etc.) Report broken or defective items to Building Manager Disinfect all door handles, push bars, switches, etc.... Disinfect open areas of counter/table tops Restock Consumables as needed	Empty waste baskets and replace liners Empty recycle containers and empty into the recycle bin Spot clean all windows Sweep composition floors Mop composition floors	Empty waste baskets and replace liners Empty recycle containers and empty into the recycle bin Vacuum all carpet and walk-off mats	Low dust horizontal surfaces Damp clean baseboards Damp clean window ledges Dust all vents up to 12ft. Remove fingerprints from areas	High dust horizontal surfaces Remove dust and cobwebs from ceiling areas Spray Buff composition floors Dust blinds
ALL Facilities - Lounge				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
Disinfect all door handles, push bars, switches, etc.... Wipe down furniture Wipe interior window ledges Clean window glass and glass partitions Clean and disinfect tabletops, counters and sinks Damp clean vending machines Vacuum all carpet and walk-off mats Report broken or defective items to Building Manager Restock Consumables as needed	Empty waste baskets and replace liners Sweep composition floors Mop composition floors	Empty waste baskets and replace liners	Low dust horizontal surfaces Damp clean baseboards Damp clean window ledges Dust all vents up to 12ft. Remove fingerprints from areas	Spray Buff composition floors High dust horizontal surfaces Remove dust and cobwebs from ceiling areas
ALL Facilities - Library and Special Areas Classrooms				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
District responsibility: Place trash/recycle receptacles from room into hallway. Remove large debris from floor (papers, pencils, chip bags, etc.) District responsibility: Stack student chairs after school. (CCS will not be moving chairs or picking up large items from floor to clean.) Clean and disinfect counters and sinks Report broken or defective items to Building Manager Disinfect all door handles, push bars, switches, etc.... Disinfect open areas of desk tops	Empty waste baskets and replace liners Spot clean all windows Sweep composition floors Mop composition floors	Empty waste baskets and replace liners Vacuum all carpet and walk-off mats	Remove fingerprints from areas Low dust horizontal surfaces Damp clean baseboards Damp clean window ledges Dust all vents up to 12ft. Dust all bookshelves (books to remain in place)	High dust horizontal surfaces Remove dust and cobwebs from ceiling areas High dust light fixtures
ALL Facilities - Common Areas				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
Empty and wipe clean entrance trash receptacles Clean, sanitize, and disinfect drinking fountains Report broken or defective items to Building Manager Restock Consumables as needed	Spot clean glass partitions and doors Sweep composition floors Mop composition floors	Vacuum (wall to wall) all carpet Vacuum all walk-off mats	Damp clean baseboards Damp clean window ledges Dust all vents up to 12ft. Remove fingerprints from areas	High dust horizontal surfaces Remove dust and cobwebs from ceiling areas Spray Buff composition floors

ALL Facilities - Restrooms/ Dressing Rooms				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
District responsibility: CCS will not be moving personal items in this area to clean. Clean, sanitize, disinfect, and polish all vitreous fixtures Clean and polish chrome fittings Clean, sanitize, and disinfect urinals, toilets and toilet seats Clean and polish glass and mirrors Disinfect all door handles, push bars, switches, etc.... Empty and wipe clean entrance trash receptacles Wipe, clean, sanitize and disinfect all partitions Remove spots, marks, stains, and splashes from walls Sweep floors Damp mop floors with germicidal disinfectant Restock Consumables as needed Report broken or defective items to Building Manager	Remove graffiti from walls and stalls	Remove graffiti from walls and stalls	Kai-Vac machines are to be used in all student restrooms and locker rooms. Damp clean baseboards Remove fingerprints from areas Dust all vents up to 12ft. Low dust horizontal surfaces	Remove dust and cobwebs from ceiling areas Wash and sanitize metal partitions Machine scrub floors with germicidal disinfectant Kaivac High dust horizontal surfaces
ALL Facilities - Gymnasium				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
District responsibility: CCS is not responsible for cleaning bleachers. Remove fingerprints from areas Dust mop floors Clean, sanitize, and disinfect drinking fountains Restock Consumables as needed	Empty Trash	Empty Trash	Damp clean baseboards Low dust horizontal surfaces Dust all vents up to 12ft.	Remove dust and cobwebs from ceiling areas High dust horizontal surfaces
ALL Facilities - Cafeteria / MPR				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
Disinfect all door handles, push bars, switches, etc.... Clean well around trash cans Dust mop/sweep floors including stage and stairs Clean, sanitize, and disinfect drinking fountains Vacuum walk-off mats if applicable Report broken or defective items to Building Manager Restock Consumables as needed	Empty trash	Empty trash	Damp clean baseboards and window ledges Low dust horizontal surfaces Dust all vents up to 12ft. Remove fingerprints from areas	Remove dust and cobwebs from ceiling areas High dust horizontal surfaces Spray Buff composition floors
ALL Facilities - Exterior				
Daily	Tuesday & Thursday	Mon-Wed-Fri	Weekly	Monthly
Report broken or defective items to Building Manager Restock Consumables as needed				Clean all exterior doors to remove dust, dirt, and cobwebs

SUMMER CLEANING

Classrooms	Offices	Lounge	Library	Muti-Purpose/ Gymnasium
Wash all interior glass partitions (both sides) Clean, sanitize, and disinfect surfaces, tops and bottoms of student's desks and chairs Clean, sanitize, and disinfect counters sinks, and cubbies Clean whiteboard/chalkboard/trays with water (no chemicals) High dust horizontal surfaces Remove dust and cobwebs from ceiling areas Restock Consumables as needed Dust blinds/air vents up to 12'	Wash all interior glass partitions (both sides) Dust furniture, including desks, chairs and tables Dust interior window ledges Dust blinds/ air vents up to 12' High dust horizontal surfaces	Damp clean all washable furniture Dust blinds/ air vents up to 12' High dust horizontal surfaces Wash all interior glass partitions (both sides) Clean and sanitize counters and sinks	Damp clean all washable furniture Dust blinds/ air vents up to 12' Wash all interior glass partitions (both sides) Dust furniture, including desks, chairs and tables Dust window ledges	Dustmop floors
Restrooms/ Dressing Rooms	Cafeteria			
Machine scrub floors with germicidal disinfectant- annually Clean, sanitize, disinfect, and polish all vitreous fixtures Clean and polish chrome fittings Clean sanitize, and disinfect urinals, toilets, and toilet seats Clean and polish glass and mirrors Wash and sanitize exterior of containers Clean, sanitize, and disinfect partitions Scrub, sanitize, and disinfect shower walls and all floors Remove graffiti from walls and stalls High dust horizontal surfaces Restock Consumables as needed Clean/vacuum walk off mats and threshold	Clean, sanitize, and disinfect water fountains Dust interior window ledges Dust blinds/ air vents up to 12' Clean and sanitize surfaces of tables and chairs Dustmop floors			

Year-Round Floor Cleaning

Classrooms	Offices	Lounge	Library	Muti-Purpose/ Gymnasium
Hot water extract carpet- (truck mount) Strip and wax tile floors	Hot water extract carpet- (truck mount) Strip and wax tile floors	Hot water extract carpet- (truck mount) Strip and wax tile floors	Hot water extract carpet- (truck mount) Strip and wax tile floors	Hot water extract carpet- (truck mount) Strip and wax tile floors
Restrooms/ Dressing Rooms	Cafeteria			
Hot water extract carpet- (truck mount) Strip and wax tile floors	Hot water extract carpet- (truck mount) Strip and wax tile floors			